



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

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## ANNOUNCEMENT

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**SUBJECT: Call for 2005 NASA Annual Honor Awards  
Nominations Due – August 20, 2004**

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The NASA Honor Awards are the highest honor bestowed by the Agency and the Center recognizing civil service and contractor employees, as individuals and as members of a team. Honor Award opportunities exist for significant, exceptional contributions, suggestions, inventions, and/or special acts or services contributing to the efficiency, economy, or other improvement of government operations. The opportunity to recognize exceptional service and contributions over an extended period of time, such as a long and noteworthy career, is also available. This announcement launches the call for the 2005 NASA Honor Awards nominations.

Outstanding accomplishments at all levels and in all areas of the Agency and Center's mission should be considered. The various award categories, described in Enclosure 1, provide opportunities to recognize outstanding achievement and significant, sustained performance across all grade levels and skill groups (secretarial and clerical, wage grade, scientists, engineers, administrative, or technicians). Award recipients receive medals and/or certificates presented by the Agency's highest officials at the annual awards ceremonies held both at NASA Headquarters and at Goddard (dates to be determined). In addition, a luncheon for the recipients, team representative, and guests is also held.

**All nominations should be submitted to the Awards Office, Code 114, Building 1, Room 139, no later than August 20, 2004.** Questions concerning submission of nominations may be directed to Theresa Wirth at 301-286-4574. For further information on the NASA Honor Awards program, please contact Khrista White at 301-286-9059 or visit OHR's website at: <http://ohr.gsfc.nasa.gov/awards/home.htm>.

Goddard's grassroots nomination process continues to be a unique aspect of the Center's award process. I want to add my personal request to this call for active employee participation in submitting nominations.

A. V. Diaz  
Director

Enclosure

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**ROUTE SHEET**  
**for**  
**NASA HONOR AWARD NOMINATION**

(Nominations Due to Awards Office, Code 114, Bldg 1, Room 139)

**TO: 114/AWARDS OFFICER**

**NOMINATOR:** \_\_\_\_\_ **CODE/EXT:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**NOMINEE:** \_\_\_\_\_ **AWARD:** \_\_\_\_\_

Please note: The nomination (NASA Form 1644) will be shared with the nominee(s). The name of the nominator will not be included, although you may want to notify the nominee(s) that you have submitted them for an award. For group awards, the person listed as "Individual Accepting Award on Behalf of Group" unless otherwise noted, will serve as the point of contact for the review.

**NOTE:** If the award is a Public Service Group Achievement OR Group Achievement Award, please include a typed list of Group Members at the time of submission.

**The Center Director is designated to sign NASA Honor Award Nomination Forms.**

◆◆ Justification cannot exceed the space allotted. ◆◆



National  
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Administration

# Honor Award Nomination

SEE PAGE 2 FOR INSTRUCTIONS

TITLE OF NASA MEDAL OR GROUP AWARD

NAME OF NOMINEE OR GROUP

INSTALLATION / ORGANIZATION *(Include mailing address)*

POSITION TITLE

BUSINESS PHONE *(Include area code)*

INDIVIDUAL ACCEPTING AWARD ON BEHALF OF GROUP

SUGGESTED CITATION *(25 words or less)*

JUSTIFICATION *(Cite specific examples of significance of accomplishments, exceptional performance, and personal impact that are widely recognized and appreciated as contributions to the NASA mission.)* DO NOT ATTACH ADDITIONAL SHEETS.

NATING OFFICIAL *(Typed name and signature)*

DATE

Dr. Edward J. Weiler, Center Director

RECOMMENDED HEADQUARTERS REVIEWING OFFICE(S)